Perform To Serve made

SIMPLE

A guide for leaders who just want to know the basics.

By NCC Karstens & NCC Epaloose

Terms, acronyms, Navy speak:

- PTS
  - Perform to Serve; Technical term for the Navy's program that we'll talk about here.
- EAOS
  - The end of a Sailor's contract with the Navy
- PRD
  - The end of a Sailor's tour at a Navy Command
- Zone A
  - From 0 (join time in the Navy) to 6 years.
- Zone B
  - From 6 years to 10 years in the Navy.
- Zone C
  - From 10 years to 14 years
  - Year Group – Year Group (YG) simply stated is the Fiscal Year (FY) you attended Recruit Training.
- End Strength
  - The "final count" of how many Sailors in any particular group, or Navy wide.
- Target manning
  - Where the Navy would like to be.

More of that Navy Speak

- CREO Category
  - Basically the status of a rate is seen as
    - Under manned CREO 1
    - Over manned CREO 3
    - Manned just about right CREO 2
  - ASVAB.

    The test the Navy (and other Military branches) use to determine a Sailor's potential to perform in a rate.

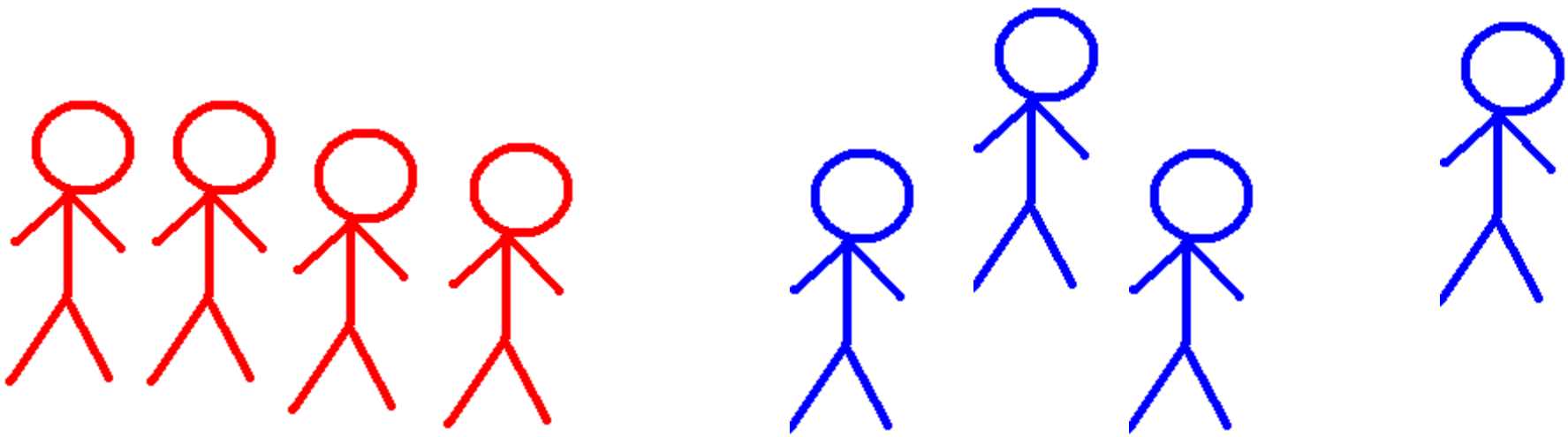
    AFCT. In-Service ASVAB.

OK. Let's get started.

- Say you're a business

And you've got two types of employees.

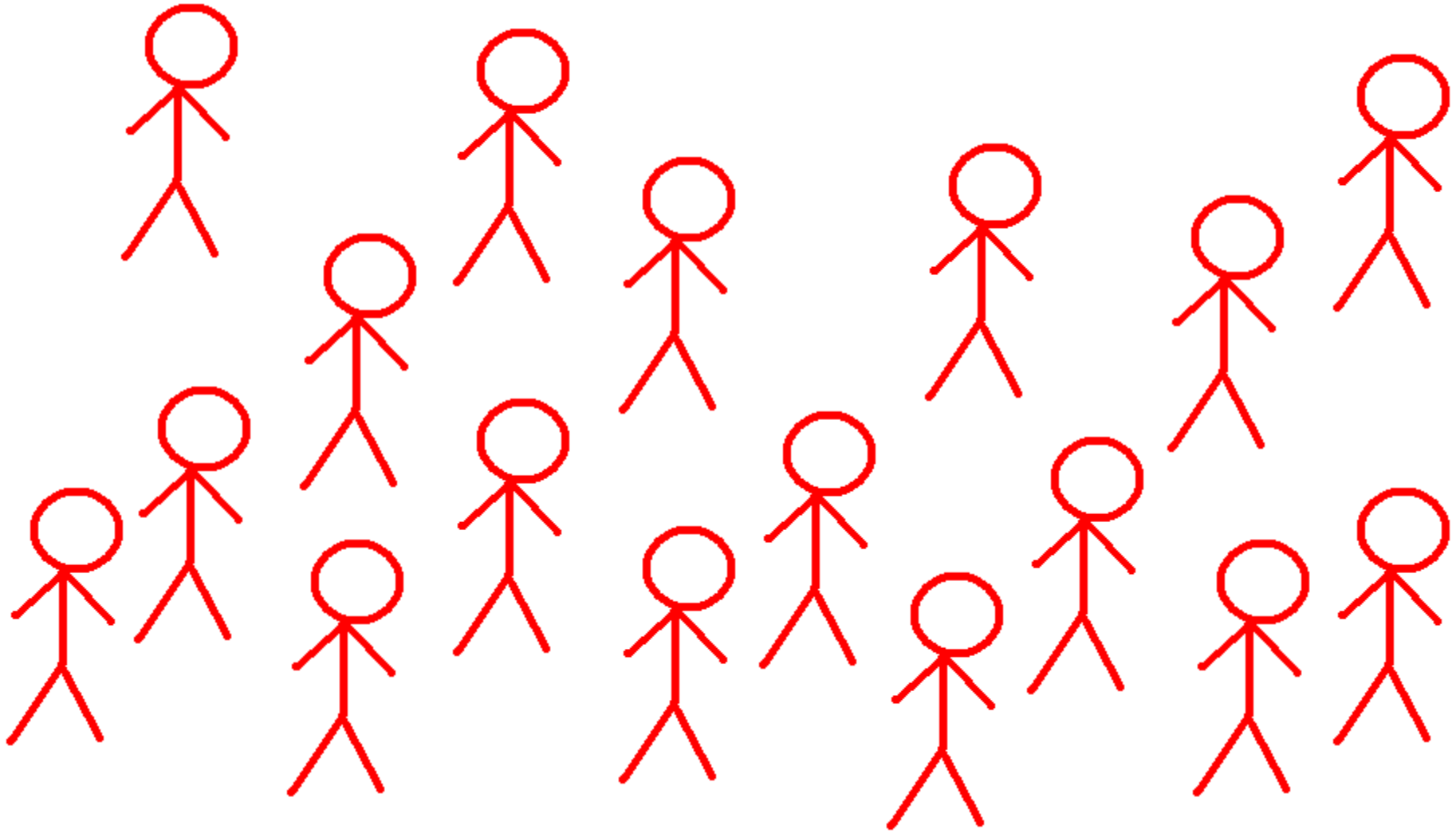
Red and Blue



One day, your boss' boss says

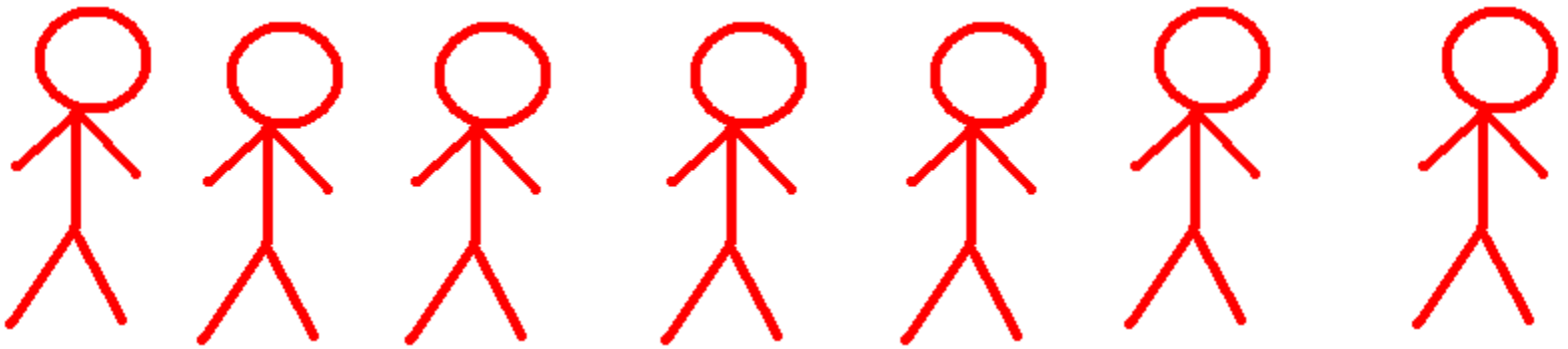
- You have got too many red employees.
- We don't have enough work for them.
- And they don't get promoted quickly, not enough to keep their job satisfaction up.

So, you look at the red employees.

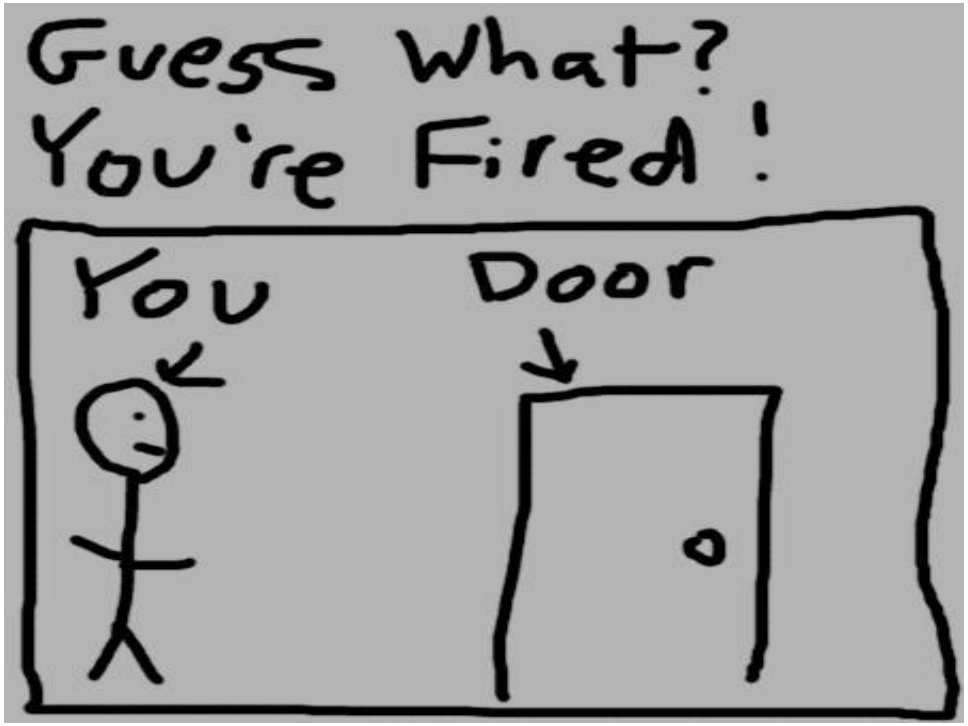


And determine

- Someone is gonna get canned, fired, pink slipped, reduced, let go, not continued...

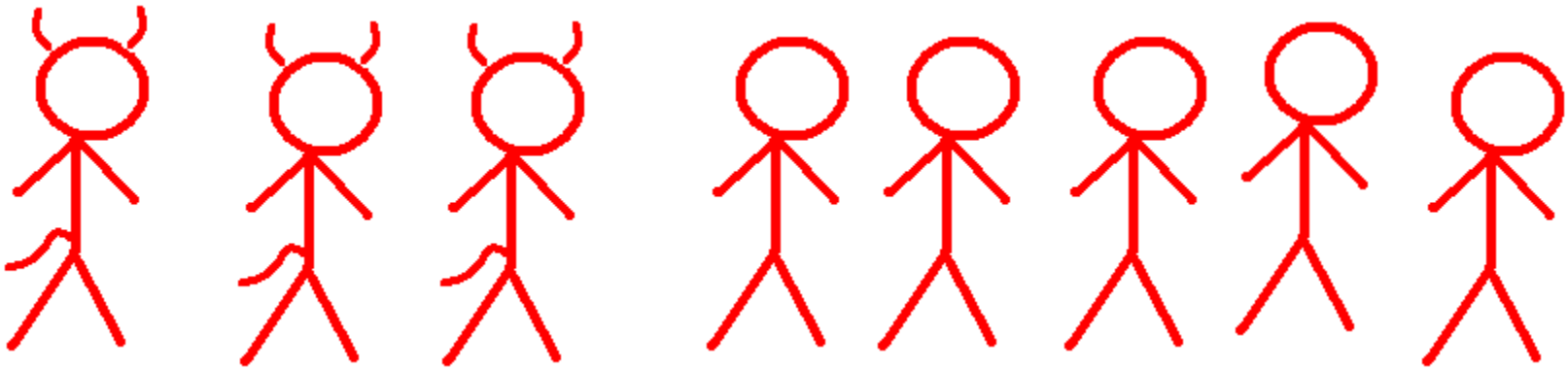


It’s a part of management that no one likes, and isn’t that easy to do fairly…



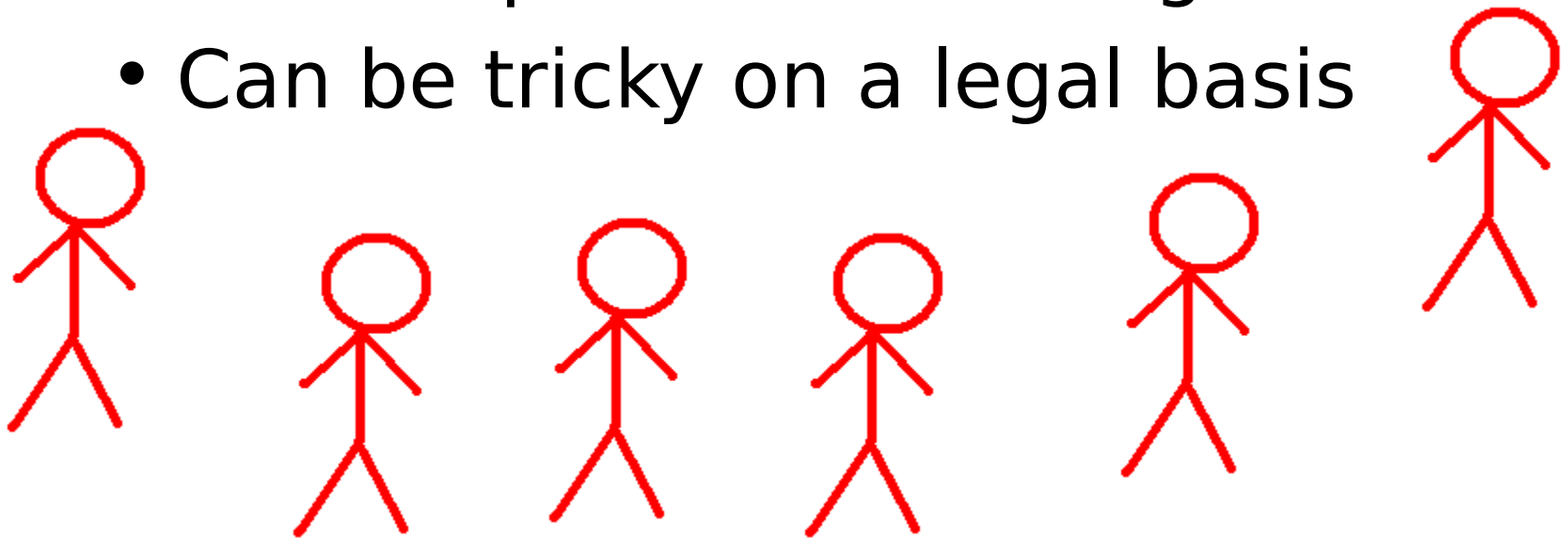
But, who gets cut?

- Of course, your trouble makers, your non performers, your “employees with problems”.



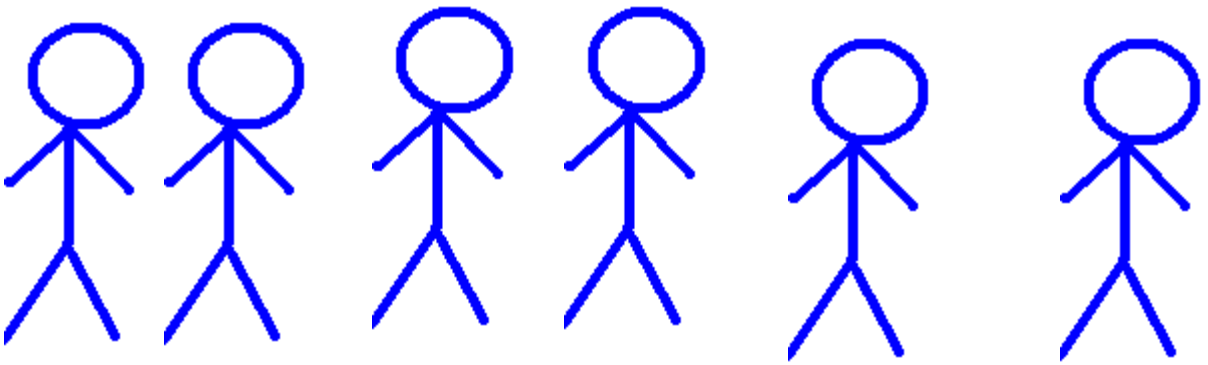
Yet still

- Good red employees that need to be moved out
- “firings” are detrimental to morale
- Hard to pick who has to go
- Can be tricky on a legal basis



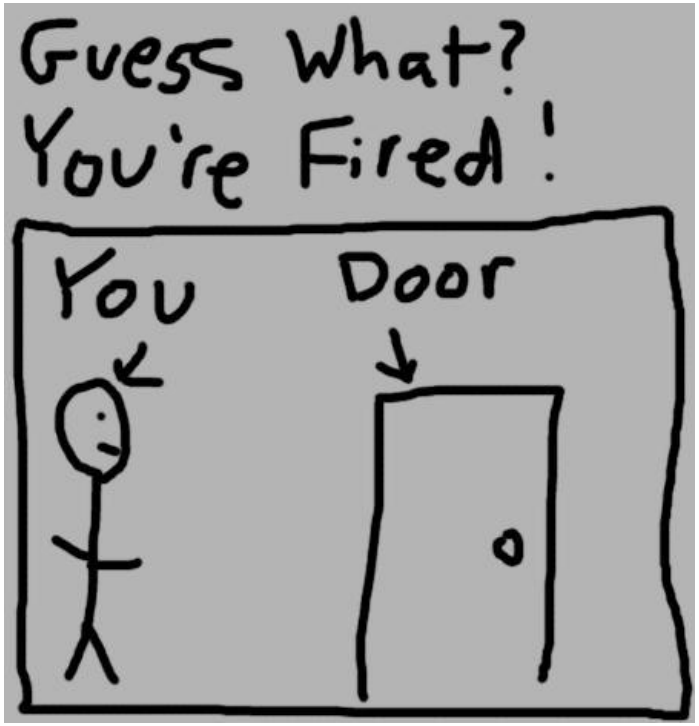
MEANWHILE

- Your boss calls again..
  - Seems that you don’t have enough blue employees to get the work done.
  - And you need to fix it...



So now you've got to

- Fire some good folks



So now you've got to

And work hard to hire some new good folks...

OK. So now you've got the idea

- It's plane, it's simple:

- Train your red employees

To become blue employees

After all

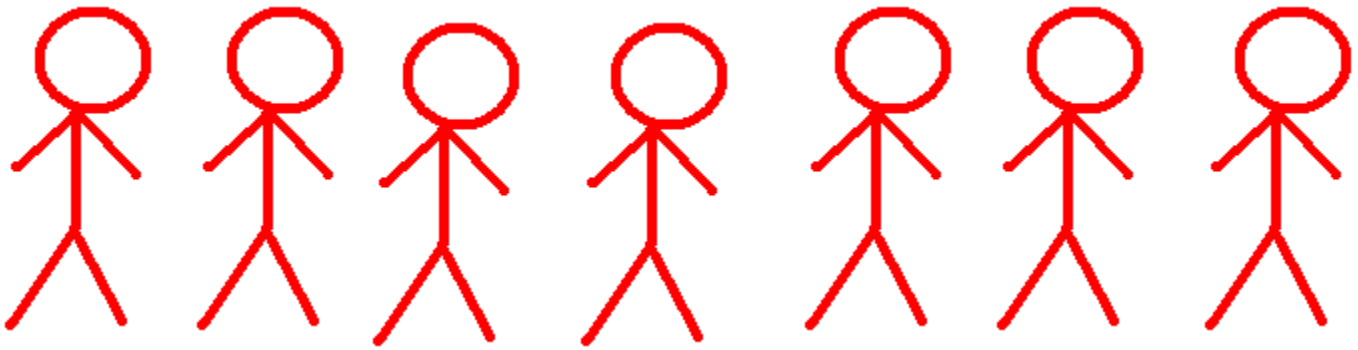
- Non performers don’t simply “hang on”
- Saves time, money, and efforts for recruiting
- Orientation is about a million times easier.

Common sense, right?

- Essentially, that’s PTS.
  - Take your excess assets and train them to still contribute where your short falls are.
  - No recruiting, no boot camp, proven performers, improved growth potential and fewer “firings”.
  - And the boss is happy.

So, here's how it works.

- Red Sailors in a rate that's CREO 3



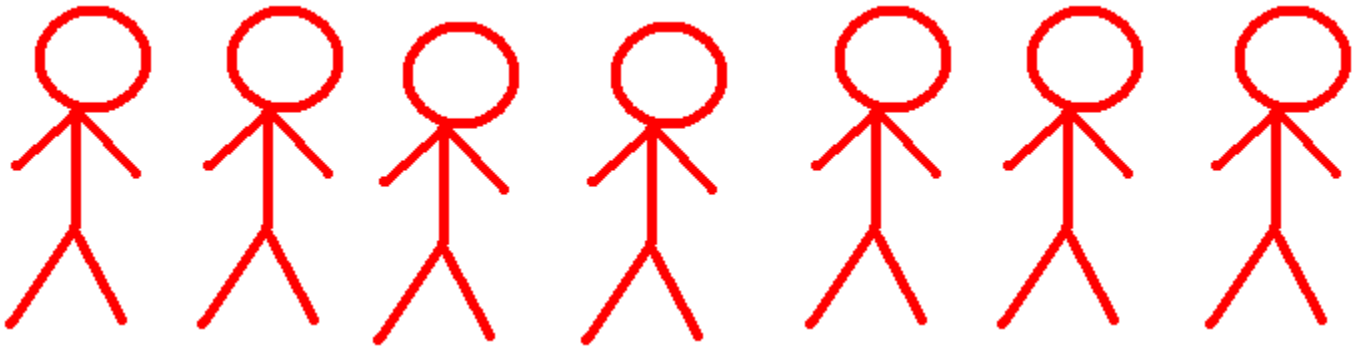
Remember, CREO 3 = too many

Who decides? How?

- BUPERS-32 in Millington, TN divides the responsibility to an “Enlisted Community Manager” (ECM)~ we’ll call it RED ECM
- The RED ECM looks at the total end strength.
  - (it’s not just a command, it’s Navy wide)
- The RED ECM looks at the target manning.
  - (it’s not just a command, it’s Navy wide)
- Total end strength (minus) target manning = extra

So for example purposes

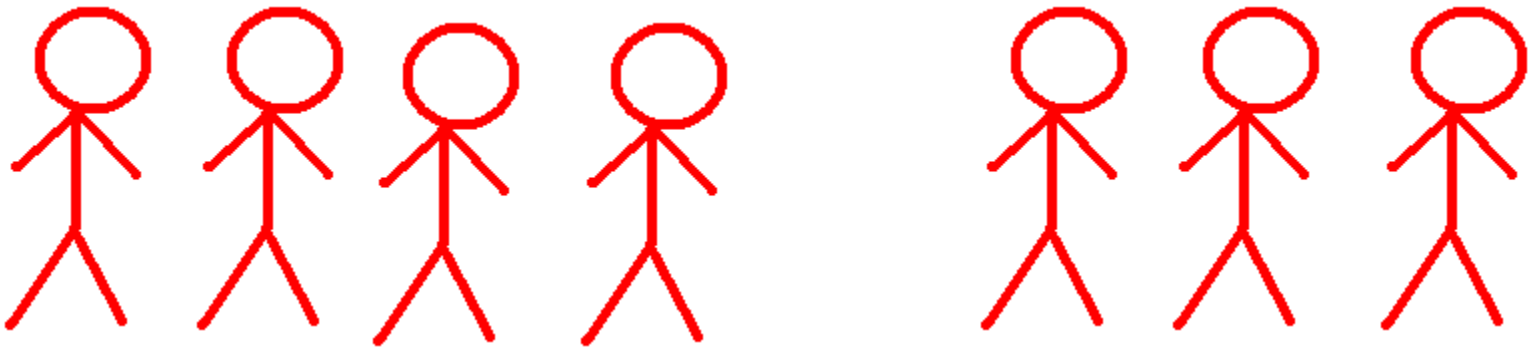
- Each Red Sailor here equals 10 Sailors



- So, we've got 70 "Zone A" Red Sailors

The ECM determines

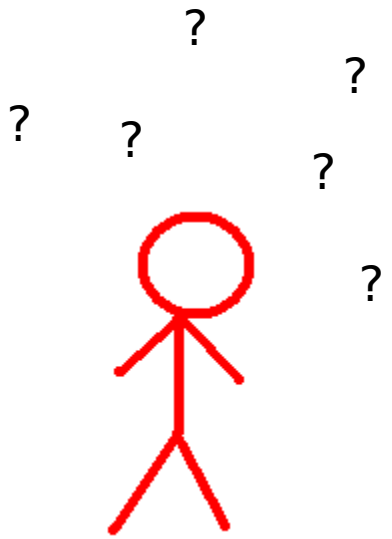
- We need 40 Sailors.



- So, 40 will stay “In Rate”, 30 are “extra”

So, how it works.

- A Sailor, 15 months prior to their SEOS/PRD has a choice:
  - Stay INRATE
  - Convert
  - SELRES Option
  - Separate



Some will decide to separate.

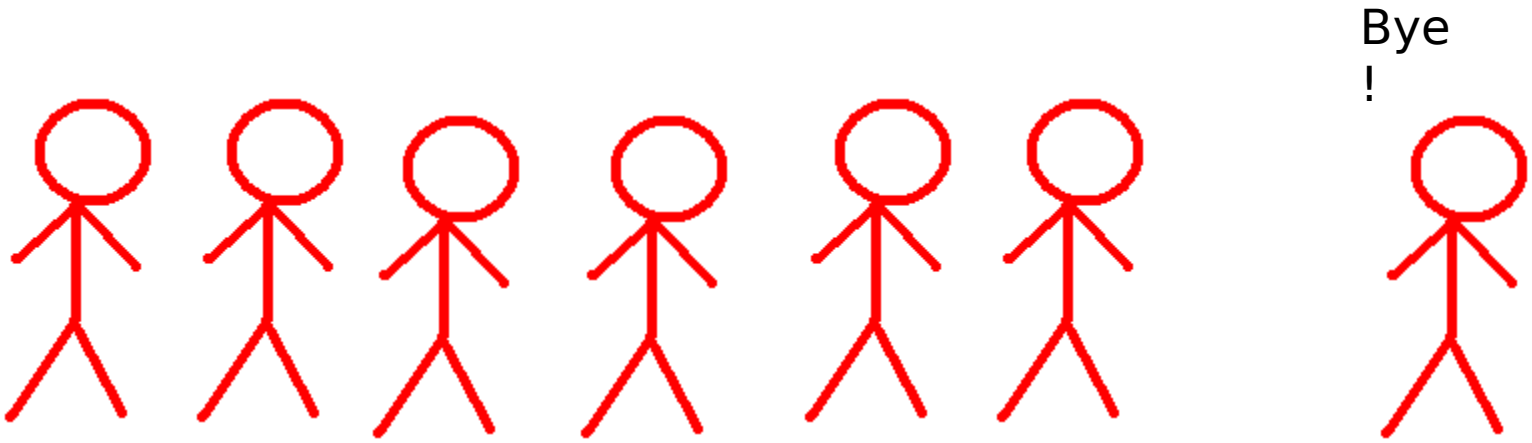
- And that’s OK. The Navy plans for a certain amount of “attrition” ~ Sailors who plan to separate.

- Nothing detrimental: those Sailors have served their Country and their Navy.

- They get pre-separation counseling, are entitled to all benefits, and can still join the Navy Reserve.

Let’s just say, 10 decide to separate.

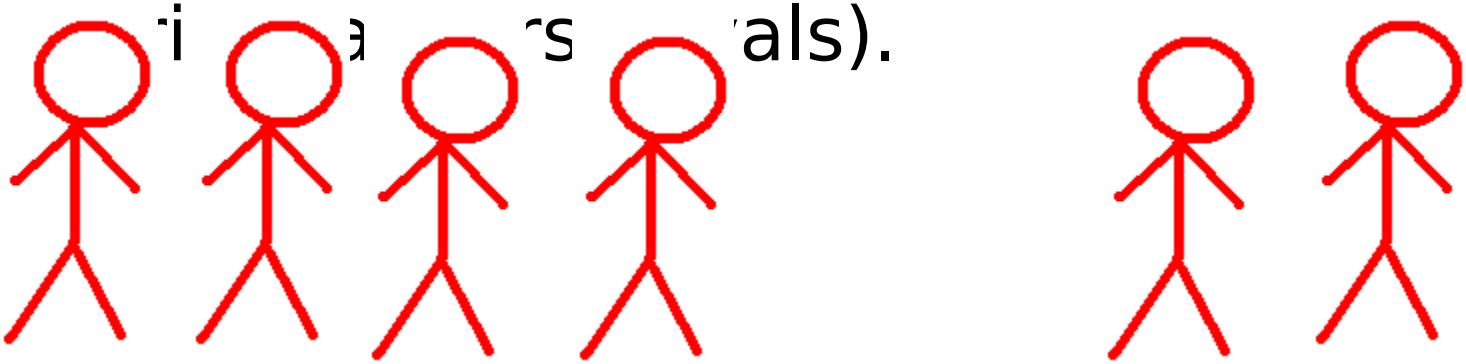
- 70 to start, we only need 40.. 10 got out.



- So, we’ve got 60, need 40.

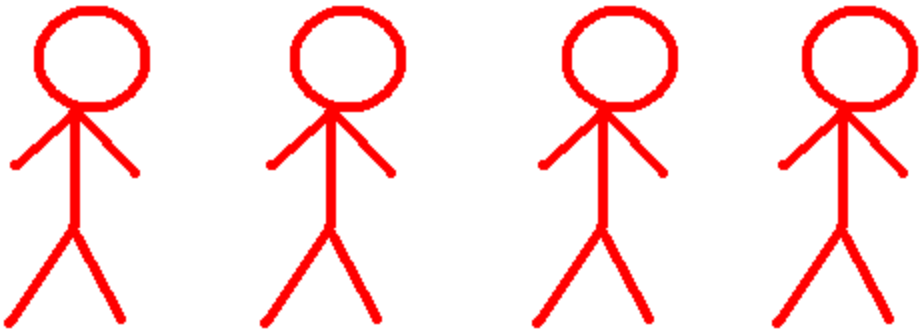
So what do with the extra 20?

- First, identify the 20
  - Those who want to “Convert only”
  - Those who have not performed well, or have had negative aspects to their career (NJP, 3X PFA failures within 4-year [illegible] [illegible]als).

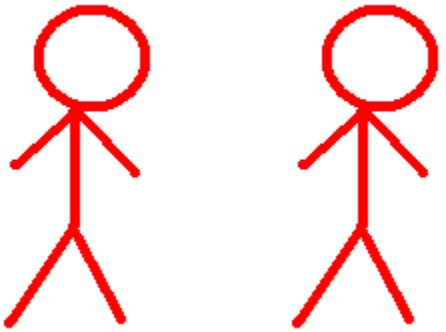


With the “20” identified

- We have two groups:
  - 40 Red Sailors who now match the target manning

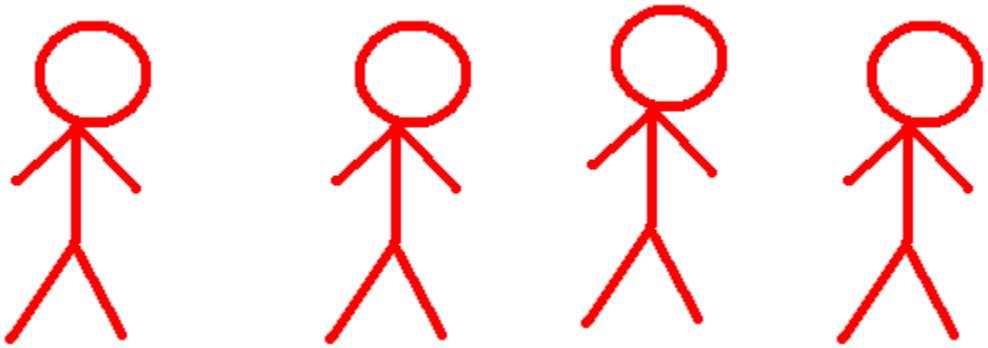


  - And the remaining 20.



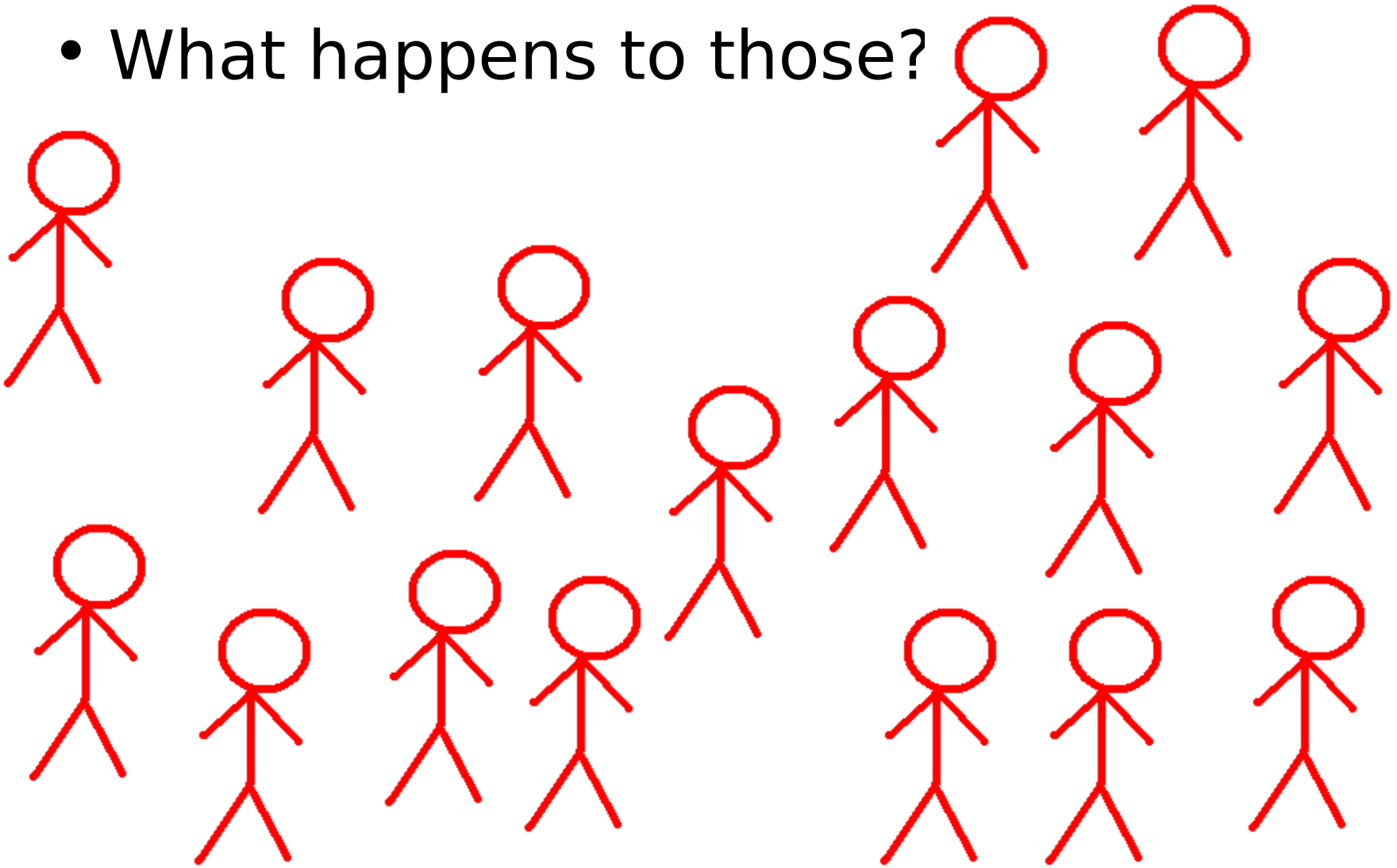
The 40 Red Sailors

- Apply to stay INRATE via PTS
  - Will most likely be approved to reenlist
  - Will most likely remain in their current rate



Now those 20...

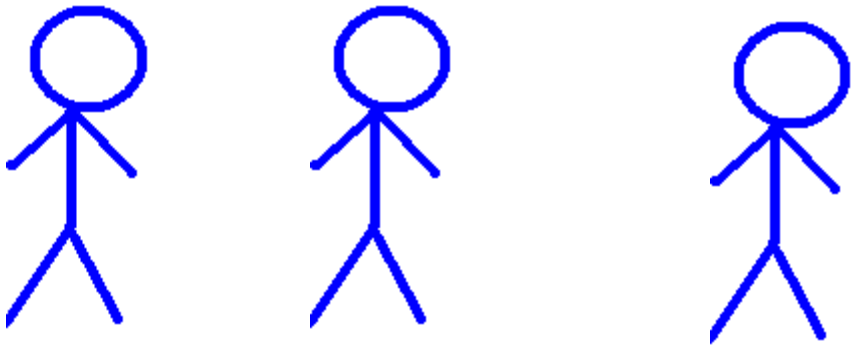
- What happens to those?



Let’s pause on the Red.

Our “other” Sailors

- Each Blue Sailor here equals 10 Sailors



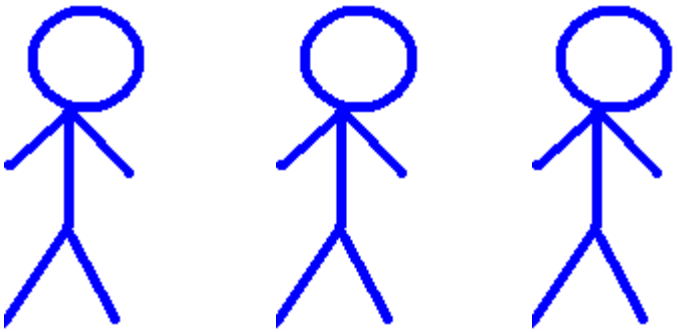
- So, we’ve got 30 “Zone A” Blue Sailors

Just like the “Red Sailors”..

- BUPERS-32 in Millington, TN divides the responsibility to an “Enlisted Community Manager” (ECM)~for this. We’ll call it BLUE ECM
- The BLUE ECM looks at the total end strength.
  - (it’s not just a command, it’s Navy wide)
- The BLUE ECM looks at the target manning.
  - (it’s not just a command, it’s Navy wide)
- Total end strength (minus) target manning = short fall

The ECM determines

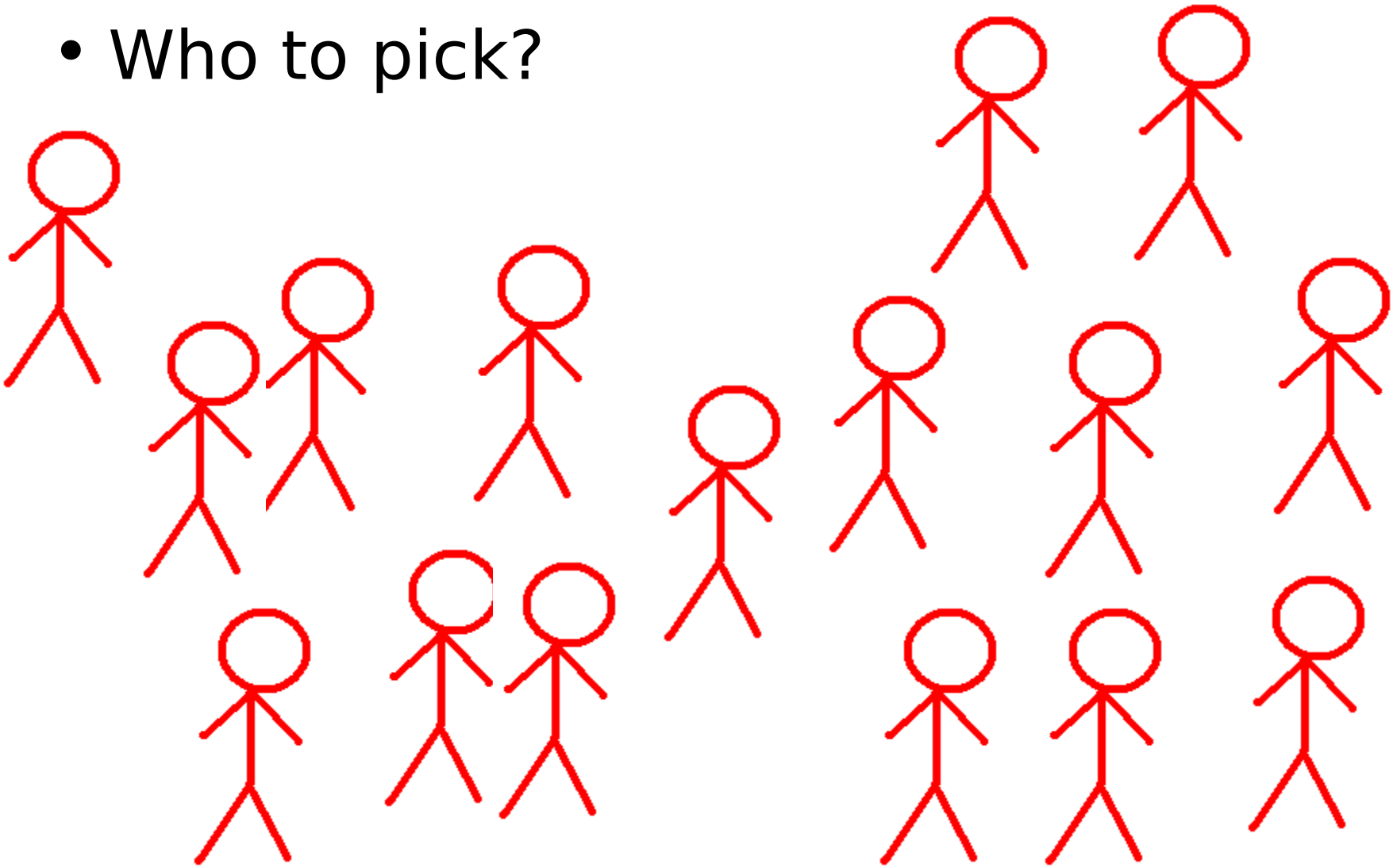
- We need 40 Blue Sailors. We have 30.



- So, we need 10 more.

Back to those 20 Red Sailors

- Who to pick?



A few factors in selecting…

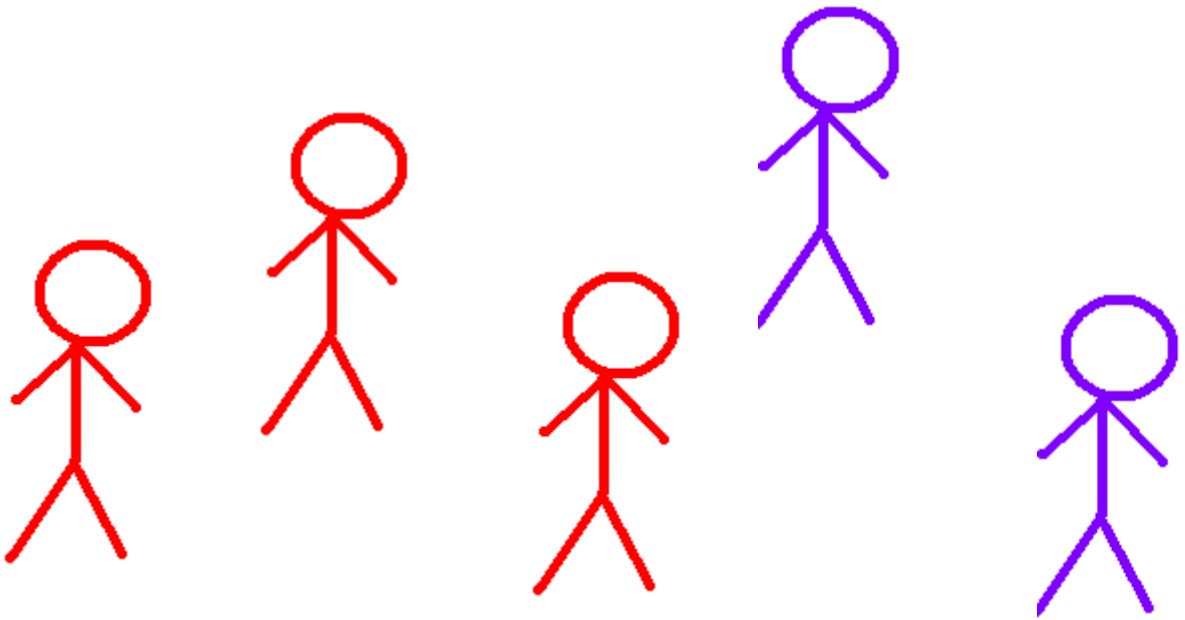
- Clearance requirements
- ASVAB requirements
- Other qualifications
- Performance to date in the Navy…

AND…

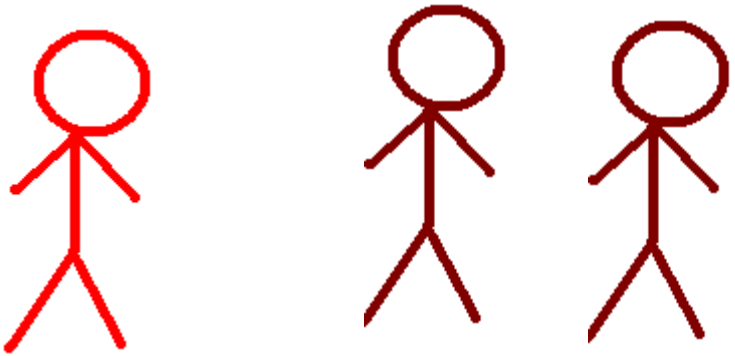
- Most IMPORTANT: CO’s recommendation

For those not converted to one rate:

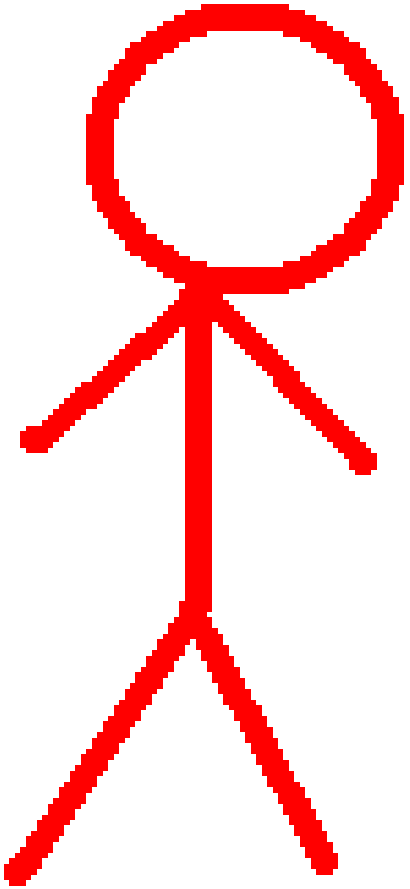
- Consider other undermanned (CREO 1) rates:



Retake the ASVAB (AFCT) and qualify for more rates to convert in to...



Which leaves a few...



What happens to those?

- Remember they will receive up to 6 reviews for choice of “stay INRATE, or Convert”.
- Can retake ASVAB (AFCT) to increase chances…
- Still have the options of joining the Navy Reserve
- But will absolutely know 6 months prior to SEAOS that they are separating from Active Navy service.

Basic time lines

- 15 months prior to PRD or SEAOS
  - Counseling, mentoring
  - Options are:
    - Reenlist INRATE
    - Apply for INRATE and willing to Convert
    - Conversion ONLY
    - SELRES Option
    - Separation
- 15-13 months
  - INPUT application into PTS
- 12-6 months (every month)
  - Sailor receives either:
  - Approved INRATE
  - Conversion
  - Rollover
- 10th month (if not selected for INRATE/Convert)
  - Counseling on options/status via CDB
- 6th month:
  - Final Determination (Active)

Some facts about PTS

- If a Sailor selects “No” for desire to reenlist at the 12-month mark
  - They will receive a “Separation Quota” after their first look.
- Conversion Quotas will be embedded within PTS Conversion Module.
- Sailors can choose “SELRES Option” on first look. Sailors have up to 3 months prior to their SEAOS to choose SELRES Option if not previously selected for an Active Duty Quota.

Myths to combat

- “If I elect separate my eval will go down”
  - Sailors need to know the command rewards superior performance: not a reenlistment decision.
  - Knowing their plans helps in two ways:
    - Big Navy Manpower planning
    - Sailor counseling/access to benefits (TAP, FFSC courses)
- “If I get denied: I must be a poor Sailor”
  - Untrue: while denied cases are a small percentage overall, we have to be careful with our manpower assets.
- LPO/CPO/Officer can deny my PTS.
  - CO’s retention/advancement recommendation is basis for PTS submission. Nothing else.

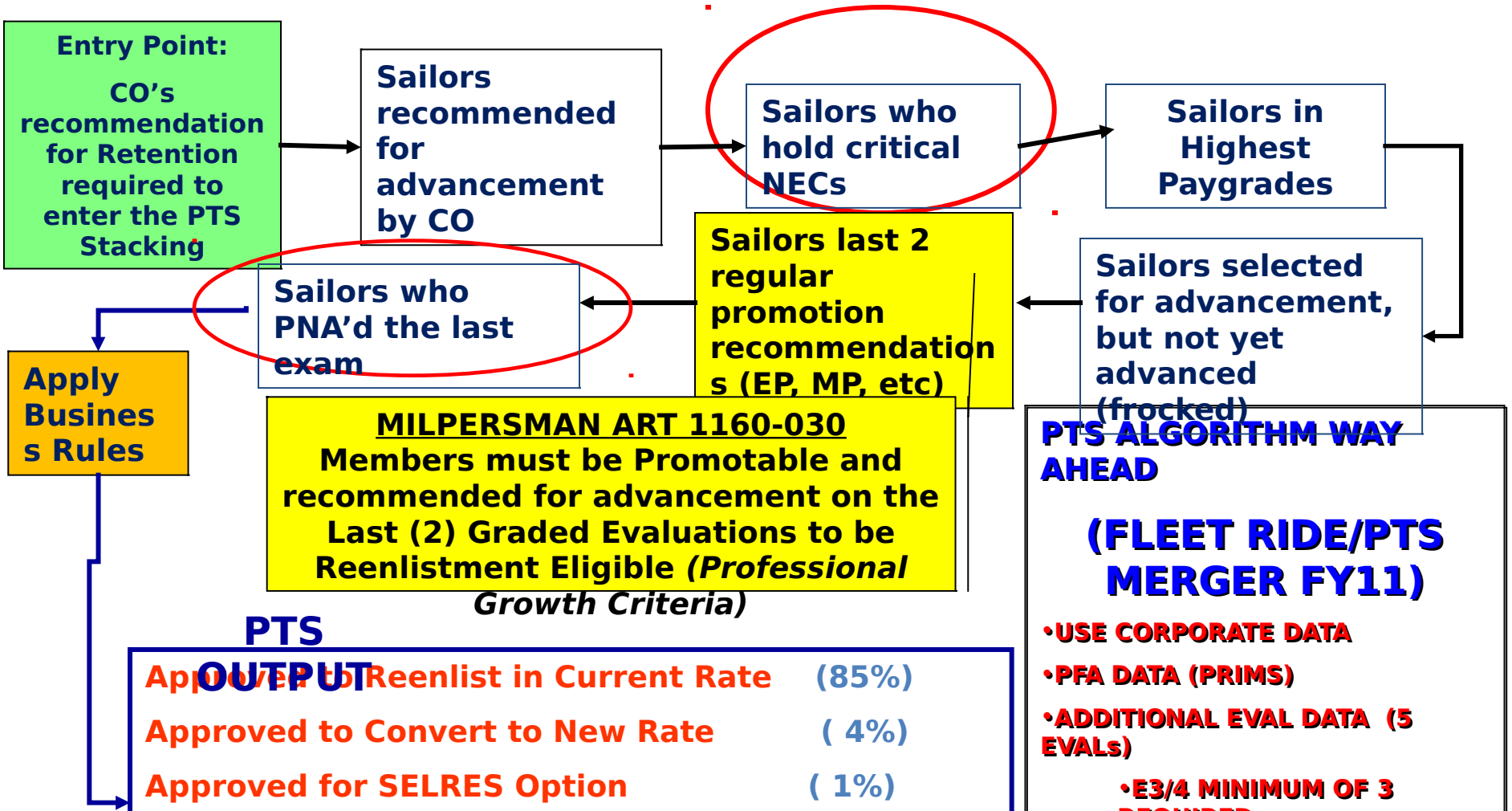
Important Facts

- PTS approval is required for CMSID applications that require additional OBLISERV.
- Evals: Evals: Evals
  - Zone A Sailors must have at least 1 graded eval recommending advancement/retention.
  - Sailors who receive an “SP” eval must have **Two recommended evals (Promotable or better) before becoming PTS eligible.**

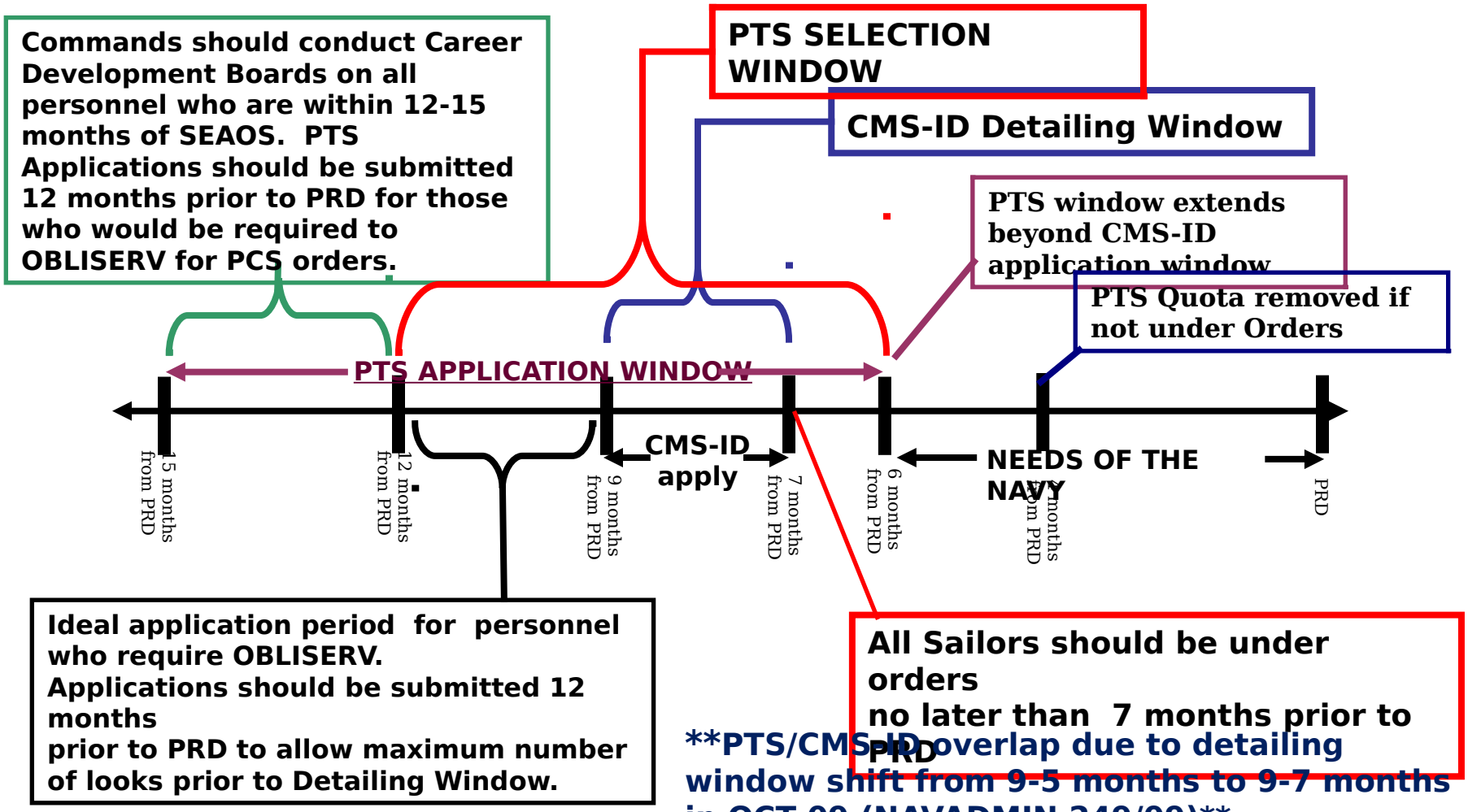
PERFORM TO SERVE

THE MEAT AND POTATOES

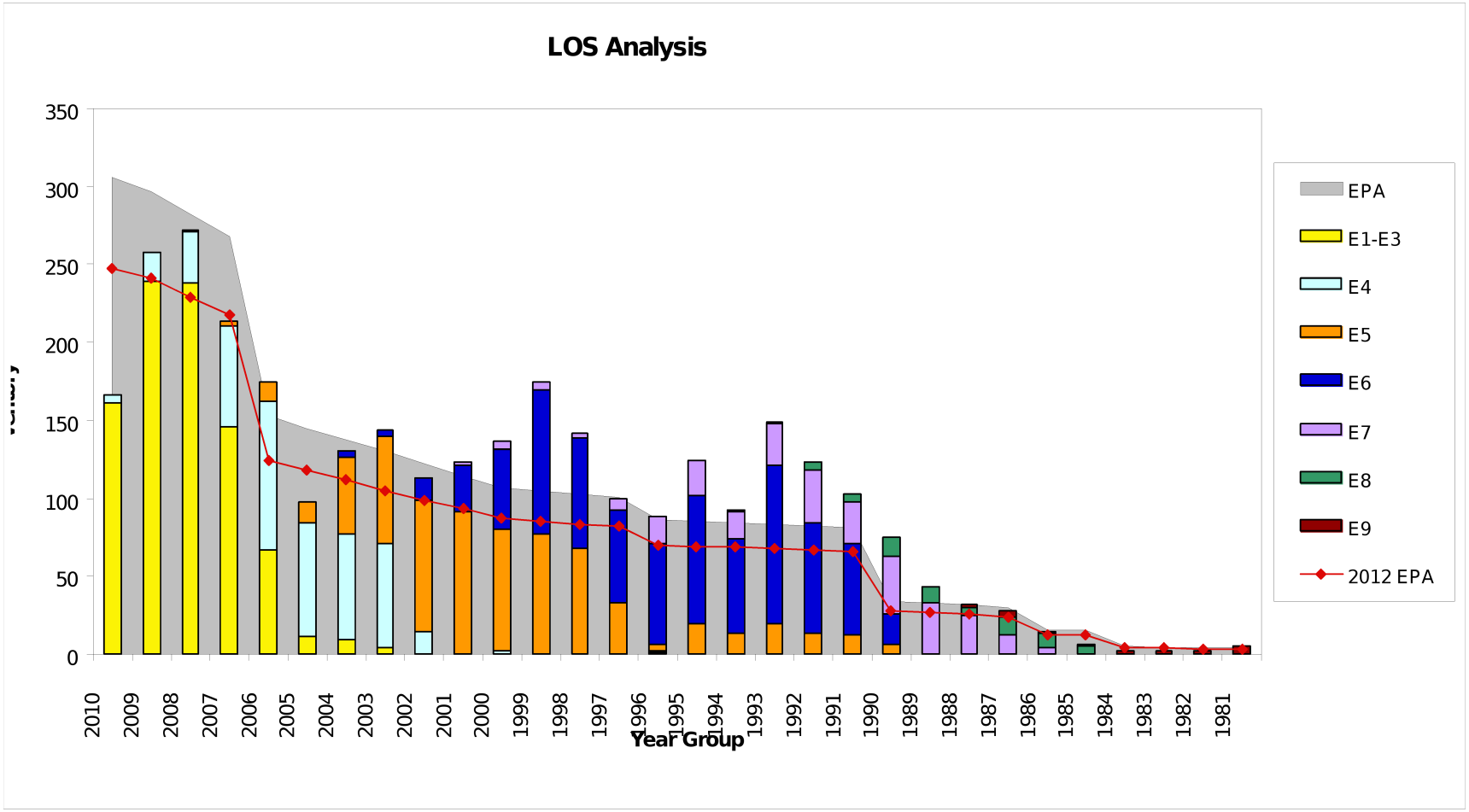
Current Stacking Algorithm


Entry Point:
CO's recommendation for Retention required to enter the PTS Stacking
Sailors recommended for advancement by CO
Sailors who hold critical NECs
Sailors in Highest Paygrades
Sailors selected for advancement, but not yet advanced (frocked)
Sailors last 2 regular promotion recommendations (EP, MP, etc)
Sailors who PNA'd the last exam
Apply Business Rules
MILPERSMAN ART 1160-030
Members must be Promotable and recommended for advancement on the Last (2) Graded Evaluations to be Reenlistment Eligible (Professional Growth Criteria)
PTS OUTPUT
Approved to Reenlist in Current Rate (85%)
Approved to Convert to New Rate (4%)
Approved for SELRES Option (1%)
No Quota Available- Rolled over to Following Month
Separation Quota (6%)
PTS ALGORITHM WAY AHEAD
(FLEET RIDE/PTS MERGER FY11)
•USE CORPORATE DATA
•PFA DATA (PRIMS)
•ADDITIONAL EVAL DATA (5 EVALs)
•E3/4 MINIMUM OF 3 REQUIRED
•E5/6 5 EVALS REQUIRED
•USFF CRITICAL NEC LIST BY RATING BY PAYGRADE

PTS and Detailing


Commands should conduct Career Development Boards on all personnel who are within 12-15 months of SEAOS. PTS Applications should be submitted 12 months prior to PRD for those who would be required to OBLISERV for PCS orders.
PTS SELECTION WINDOW
CMS-ID Detailing Window
PTS window extends beyond CMS-ID application window
PTS Quota removed if not under Orders
PTS APPLICATION WINDOW
15 months from PRD
12 months from PRD
9 months from PRD
7 months from PRD
6 months from PRD
4 months from PRD
PRD
CMS-ID apply
NEEDS OF THE NAVY
Ideal application period for personnel who require OBLISERV.
Applications should be submitted 12 months
prior to PRD to allow maximum number of looks prior to Detailing Window.
All Sailors should be under orders
no later than 7 months prior to PRD
PTS/CMS-ID overlap due to detailing window shift from 9-5 months to 9-7 months in OCT 09 (NAVADMIN 249/09)

Q: Where can I find out how my rating is manned in my year group? A:
http://www.npc.navy.mil/Enlisted/CommunityManagers



EVALUATIONS

- The upgraded PTS system ‘levels’ the playing field by requiring the last 5 evals vice the last two evals as previously required.

Explanation : usually a first eval at a new duty station is a P / EP transfer eval / etc.

- What this means to you: Always keep a copy of your evals in a personal Personnel File. Computers are not always reliable.
- Take your mid-term counseling seriously! Not everyone can be an EP or an MP, but we should all be striving to get to the next level of leadership
- When YOU are writing evals, either subordinates or your own, be honest with yourself. What do you think you earned this year?

PERSONAL BEHAVIOR/ACCOUNTABILITY

- One NJP can have long term effects:
- If your Commanding Officer reduces you in rate, you will fall lower in the rack and stack
- If you are not recommended for retention on your evaluation, or graded as a Significant Problem or Progressing, it takes time to catch up: SP – Prog – Promotable is the way evals are required to be written. You must be promotable or better on your last two PERIODIC evaluations to apply for Perform to Serve!
- The Navy is stabilizing its force: basically, for every Sailor brought on Active Duty (recruited) one has to be discharged/transferred to the Fleet Reserve: A Sailor with a pattern of NJP is not necessarily the Sailor that Navy is looking at for continued service.

PHYSICAL READINESS

- There is no secret here:

We must all maintain weight / body fat standards and pass a semi-annual PFA.

Even Sailors who are on Limited Duty (ACC 105) must remain in body fat standards

One PFA Failure can rack and stack you below someone that is the same as you are with evals and paygrade…

TAKE THIS SERIOUSLY!!! There is help available: nutritionists, etc. See your Command Fitness Leader (CFL) if you need some assistance with maintaining standards….they are trained to assist you!

CAREER DEVELOPMENT BOARDS

- You should receive a CDB at the following intervals:
- Upon reporting , 6 months after reporting, 12 months
- And annually thereafter until you transfer.
- You should have a separate PTS CDB when you are 15-18 months away from your SEAOS/PRD, whichever is the requirement for you. However, PTS needs to be a topic discussed at each CDB, so that you can stay on top of your rate health, and what the long range predictions are for you to be able to stay in-rate. A CDB is the perfect forum to discuss your desire to convert, if you are interested in doing so. The earlier the better, because: you may need to retake your ASVAB (AFCT), the rate you are interested in may require a Security Clearance, OJT, or Navy E-Learning courses to be eligible. The more information you have up front will ensure you make an educated decision about your career!

SECURITY CLEARANCE MAINTENANCE

- If your security clearance lapses, you cannot apply for an INRATE PTS quota (if your rating requires one). Qualify your Sailors in Fleet RIDE and ensure compliance per BUPERSINST 1430.16 (Series) Chapter 2.
- If you lose your security clearance, you will be directed to force convert: the ratings that don't require security clearances are historically overmanned, so your chances of remaining on active duty are significantly reduced!
- You may be directed to separate.
- If you are having financial difficulty that will affect your security clearance, please seek help! Even if you are 'uncertain', seek help. NMCRS and FFSC are both outside with information on classes and services available. As with everything else, early intervention is key! Don't be embarrassed if you find yourself in over your head, there are people trained to help!!

PTS Way Ahead

- Integrate PTS into Fleet RIDE (1 Oct 2010)
- Base Eligibility on End of Obligated Service with extensions (SEAOS). Applications for EAOS/PRD (Special Circumstance) will still be allowed based on certain criteria.
- Modify Algorithm to include additional performance criteria
  - Performance Evaluation average for up to 5 most current evaluations
  - PFA – number of PFA failures within a four year period
- Incorporate Year Group management into Rack and Stack (PTS/Fleet RIDE merger)
- Populate application with authoritative data from Corporate sources
  - As the integrity of corporate data matures, additional elements will be populated (i.e. Evaluations, PFA)
- Provide ability for Commands to view in-rate, convert out and convert in quotas on a monthly basis
- Allow system to remain open for new applications during monthly processing
- Submit Applications for either AC or RC, not both

Initial Operating Capability

- Single system for identification of qualified PTS opportunities, submission of applications, and ECM decision.
- Pre-populated PTS applications for all Sailors between 6 - 15 months of SEAOS
- Batch submission capability to enhance Counselor productivity
- Robust reporting
  - Compliance, results and execution reporting
  - OPNAV/USFF/CPF/ISIC/Unit level

Results

- Commands will have the ability to review their results via the Command Results Report
- The system will generate official letters to document specific results of each application (approve, deny, approve pending documentation). This will be used as authoritative documentation official notification, no Naval Messages will be transmitted.
- Conversions requiring additional paperwork will receive an approval pending documentation status with official letter documentation. When final determination is made, the final approve or deny status will be recorded and a new letter will be generated
- Approved Conversion via “A” School list is forwarded to detailers for school seat assignments and orders.

Wrap Up

- Maintain a personal personnel file with evaluations and PTS results for each zone inside it
- Know when you need PTS
- Stay in shape, even one PFA failure can be detrimental
- If you haven’t received a CDB when you are supposed to, ask for one.
- Keep on top of your Security Clearance, that alone can determine your future in the Navy: advancement and PTS.

Always remember that the only stupid question is the one that you don’t ask!